

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Do Not Mark In This Box

FILED

JAN 28 8 49 AM '00

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

Form #5

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE RULE

AGENCY: State College System of West Virginia TITLE NUMBER: 131

CITE AUTHORITY: West Virginia Code § 18B-1-6, 18B-1-8

RULE TYPE: PROCEDURAL INTERPRETIVE

EXEMPT LEGISLATIVE RULE

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 44

TITLE OF RULE BEING AMENDED: Standards and Procedures for Undergraduate
Admissions

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: _____

TITLE OF RULE BEING ADOPTED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE.

THE EFFECTIVE DATE OF THIS RULE IS February 28, 2000

 1/27/00

Secretary of Education and the Arts

**TITLE 131
PROCEDURAL RULE
STATE COLLEGE SYSTEM OF WEST VIRGINIA
BOARD OF DIRECTORS
SERIES 44**

FILED

JAN 28 8 59 AM '00
**OFFICE OF WEST VIRGINIA
SECRETARY OF STATE**

**TITLE: STANDARDS AND PROCEDURES FOR UNDERGRADUATE
ADMISSIONS**

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes standards and procedures for undergraduate institutional admissions policies.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-1-8
- 1.3 Filing Date -
- 1.4 Effective Date -
- 1.5 Repeal of Former Rule - Repeals and replaces Series 44 which had an effective date of August 9, 1992.

SECTION 2. STATEMENT OF PRINCIPLES

- 2.1 It is the intent of the State College System Board of Directors that West Virginia residents shall have access to higher educational opportunities commensurate with their interests and abilities. Working toward this end, the board continues to encourage the development of academic programs and flexible time-space options which allow citizens throughout West Virginia to develop to the fullest their capabilities for work and fulfillment of life. It is further the intent of the board that admissions policies at the state-supported institutions of higher education should foster the attainment of these broad goals of access to the highest extent possible within the limits of available educational programs and resources.
- 2.2 In recognition of the diverse educational programs offered by the different

public colleges and the varying kinds of preparation necessary for successful entry into them, the board considers it more appropriate to establish basic statewide guidelines and standards than to provide detailed provisions related to admissions criteria and procedures. Accordingly, the board has identified certain basic policies and provisions around which specific institutional admissions policies and practices are to be developed.

SECTION 3. BASIC ADMISSIONS STANDARDS

- 3.1 As a means of ensuring a reasonable chance of success in the educational programs for which students seek admission and of making the most productive use of federal, state and community resources, institutional admissions policies shall incorporate the following basic standards.
- 3.2 **Community Colleges and Community College Divisions at Four-(4) Year Institutions.** Regular admission to community colleges and community college divisions at four-(4) year institutions is open to any person who has a high school diploma or meets General Educational Development (GED) requirements. Other persons may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.
- 3.3 **Bachelor's Degree Programs at Four-Year Colleges.** Students who meet General Educational Development (GED) requirements or have a high school diploma and overall grade-point average (GPA) of at least 2.0, or a composite score of at least 17 on the ACT may be admitted on a regular admission basis to bachelor's degree programs at four-year colleges. Students will normally be expected to sit for the ACT. However, in instances where students have taken the Scholastic Aptitude Test (SAT), these scores may be substituted for the ACT. SAT scores will be converted to ACT equivalents by using an appropriate conversion chart authorized by the chancellor. These students will not be required to take the ACT at a later time.
 - 3.3.1 Conditional admission may be granted in instances where GPA or ACT standards are not met and institutional officials have evidence that the student has the potential to successfully complete college-level work.

3.3.2 In addition to GPA and ACT requirements, students must successfully complete the following minimum academic core unit requirements prior to admission:

Required Units (Years)

4 English (including courses in grammar, composition, literature)

3 Social Studies (including U.S. History)

3 Mathematics* (Algebra I and at least one higher unit)

3 Science* (Two of the three units must be laboratory science. At least two units from Coordinated and Thematic Science 10, Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)

*Three units each in mathematics and science will be required for regular admissions no later than fall 2003.

Strongly Recommended Units

2 Foreign Language

Elective Units

Remaining Units -- It is recommended that the remaining elective units be chosen from the academic core (English/language arts, mathematics, science, social studies) or subjects such as computer science, fine arts, humanities, and typing/keyboarding.

3.3.3 Institutions are authorized to employ the following exemptions to the above unit requirements:

3.3.3.a All four-(4) year public colleges have the discretionary authority to waive the college preparatory curricular requirements for regular admission for not more than five percent (5%) of freshmen students who graduated from high school within five (5) years of the date of enrollment (five percent (5%) based upon enrollment of first-time freshmen entering the institution in the fall

term of the previous year).

3.3.3.b Applicants for admission who have been out of high school for more than five (5) years or who meet institutionally-established GED requirements may be exempted from the specified high school curricular requirements at the discretion of the individual institution.

3.3.4 The academic performance of students admitted under one (1) of the above exemptions or on a conditional basis must be evaluated at the conclusion of each semester. To continue, such students must be in good academic standing according to institutional standards as stated in the institutional catalog for regularly-admitted students. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

3.3.5 **Recommended College Preparatory Curriculum.**

Numerous studies confirm that the best predictor of success in college is the rigor of the high school curriculum. Students who complete a demanding core curriculum in high school perform better in college than those who do not. They score higher on standardized college entrance exams; they earn better grades in college; and they are more likely to graduate with a bachelor's degree. Based on studies conducted by the U.S. Department of Education, the Southern Regional Education Board, ACT, and the College Board, a rigorous high school core curriculum is recommended for all students seeking regular college admission. This curriculum includes at a minimum:

- Four units of English (including courses in grammar, composition and literature which have strong writing components)
- Three units of mathematics (Algebra I and higher)
- Three units of history and social studies
- Three units of laboratory science
- Two units of foreign language

3.4 **Transfer Students.** Students seeking transfer admission to a state college must be academically eligible to return to the institution from which they wish to

transfer. Students seeking transfer admission or readmission to a community college or community college division must meet the institution's basic admission standards. Students attending community colleges or community college divisions who are seeking to transfer into a four-(4) year program must meet the regular institutional criteria for transfer admission.

3.4.1 Students under disciplinary sanction at a West Virginia public college or university at the time of the application for transfer admission are also subject to other applicable rules of the State College System Board of Directors.

3.5 Non-Degree Students. An institution may admit students on a non-degree basis. By definition, such students are not seeking and/or not eligible to pursue a certificate or degree at the institution.

3.6 It should be noted that the basic standards contained in this section are based upon current levels of funding. Should financial resources be limited, it may be necessary to establish additional standards and/or accept only those qualified students applying by a specified date.

SECTION 4. INSTITUTIONAL ADMISSIONS PROCEDURES

4.1 High school transcripts are required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program and who has graduated from high school within five years. Such transcripts shall be on file with the institution prior to the end of the first semester of the student's attendance.

4.2 Students who desire to enroll on a degree-seeking basis at the state colleges and who do not meet the GED requirements or have a high school diploma and an overall grade point average of at least 2.0 must submit ACT or SAT scores prior to admission.

4.3 In accordance with Section 3.3, students who substitute SAT scores for ACT scores will not be required to take the ACT at a later time.

4.4 Degree-seeking state college students who do meet the GED requirements or high school grade point average, and students admitted on a degree-seeking basis to the community colleges or community college divisions of the

four-year institutions must submit ACT or SAT scores prior to their second semester of enrollment.

- 4.5 All students who have graduated from high school or completed GED requirements more than five years prior to seeking admission to a community college or four-year college may have the requirement for ACT or SAT scores waived at the discretion of the institution.
- 4.6 Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.
- 4.7 In addition to the above, colleges may use, but shall not be limited to the use of, the following information in determining admission to institutions and/or institutional programs:
 - 4.7.1 Records of traditional academic performance relative to the specific educational program to which the student seeks entry.
 - 4.7.2 Record of nontraditional learning experiences.
 - 4.7.3 Standardized examinations relative to the requirements of the program to which the student seeks entry.
 - 4.7.4 College equivalency examinations such as the College Level Examination Program (CLEP) and the Proficiency Examination Program (PEP); also, special preparatory programs such as the Advanced Placement Program of the College Entrance Examination Board Program.
 - 4.7.5 Recommendations and reports of interviews.
- 4.8 Health records may be required after admission into the institution. Immunization records are to be submitted at the time of initial enrollment in accordance with the applicable rule of the State College System Board of Directors.

SECTION 5. INSTITUTIONAL ADMISSIONS POLICIES

- 5.1 Institutional admissions policies shall be comprehensive and stated in specific

terms and shall include the general admissions requirements of the institution, as well as additional requirements for entry into specific programs.

- 5.2 While it is not the policy of the board to exclude nonresidents from state institutions or their programs, preference shall be given to qualified West Virginia residents (as defined by Series 34) in cases where enrollments must be limited.
- 5.3 All institutional admissions policies shall be submitted to the board for evaluation in terms of their compatibility with stated board policies, institutional goals and available educational programs and resources. Any amendments to admission policies shall be submitted to the board prior to their actual implementation at the institutional level.
- 5.4 All institutional admissions policies shall be consistent with existing board policies and applicable State and Federal regulations regarding nondiscrimination.
- 5.5 Subject to board approval, institutions may establish admission standards more rigorous than those established by this rule for basic admission to the institution and/or for admission into specific programs.

SECTION 6. IMPLEMENTATION DATE

- 6.1 The successful completion of high school unit requirements and related exemptions outlined in Section 3 shall be effective no later than the fall of 2003. The effective date of all other provisions of this policy will be sixty (60) days after the date of filing with the West Virginia Secretary of State's Office.

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Standards and Procedures for Undergraduate Admissions

Type of Rule: Legislative Interpretive Procedural

Agency State College System of West Virginia Board of Directors

1. Effect of Proposed Rule	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Personal Services					
Current Expense					
Repairs and Alterations					
Equipment					
Other					

No Fiscal Impact

2. Explanation of above estimates

3. Objectives of these rules

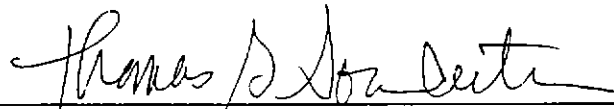
4. Explanation of Overall Economic Impact of Proposed Rule

A. Economic Impact on State Government

B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of citizens.

C. Economic Impact on Citizens/Public at Large

Date: September 24, 1999



Signature of Agency Head or Authorized Representative

DEPARTMENT OF EDUCATION AND THE ARTS

Office of the Secretary

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David R. Ice
Cabinet Secretary

Cecil H. Underwood
Governor

January 27, 2000

The Honorable Ken Hechler
Secretary of State
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305


Dear Secretary Hechler:

I am hereby approving for filing with your office following procedural rule of the State College System Board of Directors for final filing. No comments were received during the public comment period. The rule is:

Title 131, Series 44: be final filed to the following interpretive **Standards and Procedures for Undergraduate Admission.**

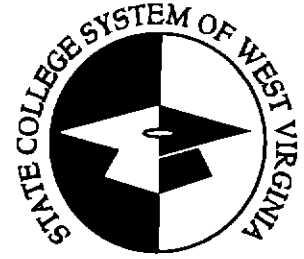
The rule is attached.

Sincerely,


David R. Ice
Cabinet Secretary

cc Chancellor Trump

Enclosure



January 26, 2000

Mr. David Ice
Secretary, Education and the Arts
Building 5, Room 205
Capitol Complex
Charleston, WV 25305

Dear Secretary Ice:

At its meeting on January 25, 2000, the State College System Board of Directors approved the following Procedural Rule to be final filed with the Secretary of State:

Title 131, Series 44: Standards and Procedures for Undergraduate Admission

No comments were received during the public comment period.

I would appreciate your reviewing the enclosed rule. Upon your approval, please sign the enclosed forms and forward to the Secretary of State's office. Should you have questions, please contact me.

Cordially,

A handwritten signature in black ink, appearing to read "Cliff Trump", with a horizontal line above the signature.

Clifford M. Trump

Enclosures

cc: John Thralls
Bruce Flack

Joseph C. Peters
Chair

Clifford M. Trump
Chancellor

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